



Office of the Secretary

NOV 04 2008

DepED MEMORANDUM
No. 514 , s. 2008

FIRST NATIONAL SEARCH FOR THE MOST FUNCTIONAL LIBRARY HUBS

- To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services/Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public and Private Elementary and Secondary Schools
1. The Department of Education is launching its First National Search for the Most Functional Library Hubs nationwide.
 2. The Search is open to 35 Library Hubs under Batch 1 which were established in select schools divisions nationwide.
 3. The objectives of the Search are to:
 - a) assess the functionality of the first batch of Library Hubs;
 - b) determine the extent of utilization of Library Hub resources and services, including its maintenance and sustainability; and
 - c) recognize the outstanding performance of Library Hubs based on identified indicators in the attainment of the objectives of the Project.
 4. The Search shall have three categories: small, medium and large/extra large. Each category shall have three finalists from Luzon, Visayas and Mindanao.
 5. Nominees shall submit to the Office of Undersecretary Ted Sangil, Jr. the following documents (hard and soft copies) for evaluation (to be endorsed by their respective Regional Directors):
 - a) Management of the Hub
 - b) Functionality
 - c) Physical Facilities Maintenance
 - d) Support Sustainability

6. The following is the schedule of activities for the Search:

	Activities	Time/Date
6.1	Launching of the Library Hub Search	November 19, 2008
6.2	Submission of documents endorsed by SDS & RD	April 6-14, 2009
6.3	Submission of docs by RD to Undersecretary Sangil	April 13-20, 2009
6.4	Evaluation/Selection of Finalists by TWG	April 21-27, 2009
6.5	On-site visit of Finalists	May 4-22, 2009
6.6	Announcement/Awarding of Winners	June 2009

7. The members of the Technical Working Group (TWG) shall validate the documents submitted by the finalists from the three major regions (Luzon, Visayas and Mindanao). The TWG shall conduct on-site evaluation of the finalists.

8. The prizes for the winners are the following (including plaques):

Small Hub		Medium Hub		Large Hub	
First	PhP50,000.00	First	PhP50,000.00	First	PhP70,000.00
Second	PhP30,000.00	Second	PhP30,000.00	Second	PhP50,000.00
Third	PhP20,000.00	Third	PhP20,000.00	Third	PhP30,000.00
Total	PhP100,000.00	Total	PhP100,000.00	Total	PhP150,000.00

9. The following is the set of criteria: -

CRITERIA	PERCENTAGE
1. MANAGEMENT OF THE HUB	30%
a. Librarian and her/his competencies	5%
b. Support Staff	5%
c. Recording Systems	5%
• Completeness	1%
• Accuracy	1%
• Up-to-dateness	1%
• Presentation & Filing	2%
d. Operational schedule	5%
e. Organization and Maintenance of Hub Resources	10%
• Repair of torn/damaged books	3%
• Cataloguing/Classifying Hub Resources	4%
• Replacement of lost books	3%
2. FUNCTIONALITY	40%
a. Hub Services (Form 5 of LibHub Handbook)	8%
b. Hub Activities (Form 4 of LibHub Handbook)	8%
c. Number of school users	8%
50% of expected clientele	8%
11%-49% of expected clientele	6%
1%-10% of expected clientele	4%
d. Expanded holdings after establishment	8%
50% of the total holdings	8%
11%-49% of the total holdings	6%
1%-10% of the total holdings	4%
e. Implemented Action/Workplan	8%

3. PHYSICAL FACILITIES MAINTENANCE		10%
a. Facilities – (Form3)	2%	
b. Outdoor/landscape, cleanliness and orderliness of the Hub	2%	
c. IT component and connectivity	3%	
d. Support Facilities- comfort room, conference room, activity room/area	3%	
4. SUPPORT SUSTAINABILITY		20%
a. Allocation for LGU/LSB	5%	
b. LGU/NGO/sponsorship	5%	
c. Inclusion in DEDP	5%	
d. Support from internal and external stakeholders	5%	
TOTAL		100%

10. The schools divisions with Library Hubs under Batch 1 are the following:

No.	Region	Schools Division	Size of the Hub
1.	I	Pangasinan II (Binalonan)	Large
2.	II	Batanes	Small
3.		Cagayan (Tuao)	Large
4.	III	Gapan City	Small
5.		Nueva Ecija	Large
6.		Pampanga (Macabebe)	Large
7.		Cabanatuan City	Medium
8.	IV-A	Tanauan City	Small
9.		San Pablo City	Small
10.		Quezon (Pagbilao)	Large
11.		Laguna (Sta. Cruz)	Large
12.		Cavite	Large
13.		Rizal	Large
14.	IV-B	Marinduque	Small
15.	V	Camarines Sur (Pili)	Large
16.		Camarines Sur (Tigaon)	Large
17.		Naga City	Small
18.		Masbate City	Small
19.	VI	Bacolod City	Medium
20.		Sagay City	Small
21.		Iloilo	Large
22.	VII	Oriental Negros	Large
23.		Bohol (Jagna and Loon)	Large
24.	X	Iligan City	Small
25.		Tangub City	Small
26.		Cagayan de Oro City	Medium
27.		Misamis Oriental	Large
28.		Bukidnon	Large
29.	XI	Davao City (Bolton)	Small

30.		Davao City (Tibungco)	Small
31.		Panabo City	Small
32.	CAR	Kalinga	Small
33.		Mt. Province	Medium
34.	NCR	Marikina City	Small
35.		Pasig City	Small

11. Inquiries may be forwarded to the Library Hub Project Team at DepED Central Office, Office of Undersecretary for Finance and Administration, Meralco Avenue, Pasig City with tel. nos. (02) 633-9342 and (02) 631-9640.

12. Wide and immediate dissemination of this Memorandum is desired.


TEODOSIO C. SANGIL, JR.
 Undersecretary

Reference:

DepED Memorandum: No. 275, s. 2007

Allotment: 1- -(D.O. 50-97)

To be indicated in the Perpetual Index
 under the following subjects:

LIBRARY
 PRIZES or AWARDS
 SEARCH

Maricar/DM-Library Hub
 10-24-08